WINNEMUCCA CONVENTION & VISITORS AUTHORITY
Meeting Minutes – Regular Meeting
March 19, 2025
Winnemucca Convention Center
50 West Winnemucca Boulevard
Winnemucca, Nevada 89445

The meeting was held at the date and place described above at the time scheduled on the posted meeting notice and agenda. The attendees in-person and via remote technology and absences were as follows:

Convention and Visitors Authority Board Officials Present:

Brian Stone, in-person	Chair and Hotel Representative
John Arant, in-person	Vice Chair and Business Representative
Theresa Mavity, in-person	City Representative
Kent Maher, in-person	Board Counsel
Kendall Swensen, in-person	Board Administrator

Convention and Visitors Authority Board Officials Absent:

Terry Boyle	Motel Representative
Ron Cerri	County Representative

Staff Members Present:

Kim Petersen, in-person	WCVA Director
Shanna Dangel, in-person	Administrative Clerk

Staff Members Absent:
None

Others Present:

Andrea Van Leuven	Buckaroo Traditions Gathering
Michelle Hammond-Allen	NV 95-80/Winnemucca Main St.
Eric Brooks	Winnemucca Main St.
Herb Ross	Winnemucca Inn
Heather Rorex	Sober Grad Party Parent Committee
Vanessa Davis, via remote technology	Steele & Associates
Charlene Fetterly, via remote technology	Winnemucca Events Center
Jacy Anderson, via remote technology	WCVA Marketing & Sales Coordinator
Lisa Scott, via remote technology	Integrity
Gina Rackley, via remote technology	Humboldt County Comptroller's Office
Weston Noyes, via remote technology	Humboldt County Comptroller's Office

1. PLEDGE OF ALLEGIANCE, CALL TO ORDER, ROLL, DETERMINATION OF QUORUM
The meeting was called to order at 3:02 pm, the board members in attendance constituted a quorum.

2. PUBLIC COMMENT
No public comment.

3. MEETING NOTICE REPORT
Chair Stone reported that the meeting notice and agenda were posted by staff prior to 9:00 am Friday, March 14, 2025, at the Convention Center East Hall, the Convention Center West Hall (the place of the meeting), online at notice.nv.gov, online at winnemucca.com, and online at humboldtcountynv.gov. No persons have requested mailed notice during the past six months.

No action taken.

4. BUSINESS IMPACT DETERMINATION

After review and consideration of the effect each item could potentially have on a "business," as the term is defined by statute, the board agreed there is no impact.
Theresa Mavity moved to make a finding that no item on the agenda appears to impose a direct and significant economic burden on a business or to directly restrict the formation, operation, or expansion of a business. Motion carried, 3-0.

5. CLAIMS REVIEW
The following claims were submitted in list form to the board members with the meeting notice and agenda; there was the opportunity to review and obtain further information before or at the meeting:

BANK ACCOUNT	CHECK NUMBERS	AMOUNT
Nevada State Bank	27993-28049	$196,202.21

John Arant moved to approve all claims submitted for March 19, 2025. Motion carried, 3-0.

6. CONSENT AGENDA

6.1) Accommodation Tax 9-month refund requests as follows: Barton ($437.40), Helton ($590.52), Vaneeten ($928.71).

6.2) WCVA meeting minutes February 26, 2025.

Theresa Mavity moved to approve the consent agenda as submitted. Motion carried, 3-0.

7. GENERAL BUSINESS

7.1) Steele & Associates, presentation and request for acceptance of the Fiscal Year 2023/2024 WCVA financial audit report of the WCVA funds and accounts.

Vanessa Davis of Steel & Associates presented the audit report and noted there were no findings of significant deficiencies or material weaknesses; it was a clean audit. The auditor recommended that a policy be implemented to require monthly account reconciliations with additional oversight for this procedure.

Theresa Mavity moved to accept the Fiscal Year 2023/2024 WCVA financial statements and audit as presented. Motion carried, 3-0.

7.2) Lindsey Tregellas, 777 Barrel Racing, Hairy Horse Barrel Race, April 4-6, 2025, WEC Pavilion Facility Fee grant request of $1,800 and a Cooperative Funding grant and underwriting request of $5,000 grant, and $2,000 underwriting.

Lindsey Tregellas was not present at the meeting. Director Petersen noted this successful event has been held annually for many years. The board discussed the success of this event, noting that it was typically supported by the WCVA.

John Arant moved to approve the request for a Facility Fee grant in the amount of $1,800 and a Cooperative Funding grant in the amount of $5,000. Motion carried 3-0.

7.3) Heather Rorex, Sober Grad Party Parent Committee, Lowry Sober Grad Party 2025, June 5, 2025, Cooperative Funding grant request $4,000, WEC Exhibit Hall Facility Fee grant request.

Heather Rorex requested a Facility Fee grant and a Cooperative Funding grant request in the amount of $4,000 for the 2025 Lowry High Sober Grad Party. This event is held for the safety of the 2025 graduates and has been successful in its mission.

John Arant moved to approve the request for a Facility Fee grant for the Exhibit Hall and Cooperative Funding grant in the amount of $4,000. Motion carried 3-0.

7.4) Andrea Van Leuven, Buckaroo Traditions Gathering, post-event update.

Andrea Van Leuven presented a post-event update to the board, which included data on attendance, competitor participation, and marketing efforts. The event was more significant last year, both in terms of attendance and competitor participation. The board thanked Van Leuven for the update.

No action taken.

7.5) Winnemucca Main Street, request for approval to paint a mural on the East Hall and provide maintenance to the existing mural on the west side of the East Hall.

Michelle Hammond, Herb Ross, and Eric Brooks appeared on behalf of Winnemucca Main Street to request approval to paint a mural on the East Hall during the Winnemucca Main Street Murals and Music Festival scheduled for May. It was mentioned that several locations throughout the city have agreed to participate by having murals painted on their buildings. The condition of the existing mural on the west side of the East Hall was discussed; it was explained that applying a sealant to the mural will prolong the life of the painting. Authorization to seal the mural was requested.

Brian Stone moved to approve the request to paint a mural on the East Hall north wall, with the condition that the board has final approval over the design, procedure, and size of the new mural, and to approve the requested sealing maintenance to the existing mural. Motion carried 3-0.

7.6) Koyote Kruisers, Show and Shine 2025, April 12, 2025, WEC Facility Fee grant request $1,200.

No representative from the Koyote Kruisers was present. Director Petersen reported this event has substantial attendance and is enjoyed by the community, noting the board has been supportive of this event for several years.

Theresa Mavity moved to approve the request for a $1,200 Facility Fee grant. Motion carried 3-0.

7.7) Underground Mine Rescue Competition, March 11-13, 2025, WEC Facility Fee grant request $3,800.

No representative from the Underground Mine Rescue Competition was present. Director Petersen provided information regarding the competition that brings competitors from out of town, utilizing the hotels and restaurants for three days. This event was reintroduced to Winnemucca a couple of years ago with the support of the WCVA.

John Arant moved to approve the request for a WEC Facility Fee grant in the amount of $3,800. Motion carried 3-0.

7.8) Director Petersen, recommendations and proposals for undertaking replacement and/or retrofit of the East Hall electronic sign boards, exterior doors and exterior lighting.

Director Petersen reported that he was working as quickly as possible to get estimates for the demolition work needed on the East Hall.

No action taken.

8. DIRECTOR'S REPORT

Director Petersen reported that the Ranch Hand Rodeo was very good. The weather was excellent and the new format for the cow dog trials was successful and will possibly be expanded with the addition of sheep next year. Petersen commented that the success and longevity of the rodeo and events are due to local teams boosting interest and attendance at the event.

9. COUNSEL REPORT

Board Counsel Maher reported that the signs in the parking lot on the corner of Melarkey St. need to be on the April WCVA agenda. Maher noted that the lease agreement states the lessee, YESCO, is responsible for removing the signs if there is no lease.

10. BOARD ADMINISTRATOR FINANCIAL REPORTS

10.1) Administrator Swensen reported that the financial investments for the WCVA are paying good dividends. The local government investment pool continues to perform well.

10.2) Administrator Swensen presented the Fiscal Year 25/26 Tentative Budget. A discussion regarding the funds potentially needed in the capital improvements fund for capital projects being considered resulted in the recommendation that the budget be increased from $1.5 million to $3.5 million.

Brian Stone moved to approve the FY 2025/2026 Tentative Budget as submitted with a change at page 3 to revise the capital outlay budget from $1.5 million to $3.5 million. Motion carried 3-0.

10.3) Administrator Swensen reminded that it is his recommendation that the room tax ordinances be amended to change the required submittal date for reporting and paying the tax collected from the 25th day of the month to the 15th day of the month following the month in which the tax is collected, which will allow preparation of the revenue report and tax accounting in a more timely manner. Swensen noted that with the implementation of electronic reporting, filing, paying, etc. the process is much more streamlined than it was in the past and there should be no difficulty for operators to comply with the earlier deadline date. Board Counsel Maher confirmed that the city and county ordinances are the same and with board approval of the request to change the report submittal date, the request to the city and county will be made to implement the ordinance changes.

John Arant moved to approve the request to propose to the governing entities that the room tax report submittal date be changed as discussed. Motion carried 3-0.

11. OTHER REPORTS

No report.

12. PUBLIC COMMENT

No public comment.

13. ADJOURNMENT

John Arant moved to adjourn the meeting at 5:03 pm. Motion carried, 3-0.

Respectfully submitted,

Shanna Dangel
Administrative Clerk

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APPROVED: April 16, 2025

VOTE: WINNEMUCCA CONVENTION & VISITORS AUTHORITY BOARD

AYES:	Stone, Arant, Mavity,
NAYS:	
ABSTAIN:	Cerri, Boyle
ABSENT:	

APPROVED: **ATTEST:**

Brian Stone, Chair

Shanna Dangel, Administrative Clerk